

FAIRFAX AREA AGENCY ON AGING

VOLUNTEER JOB DESCRIPTION

POSITION TITLE: Meals on Wheels Group Treasurer for the Clifton area.

PROGRAM: Home-Delivered Meals

AREA OF RESPONSIBILITY:

- ◆ **Goal:** To be responsible for all finances and account for a designated Meals on Wheels Group and to perform the following tasks.
- ◆ **Tasks:**
 1. Account for number of meals served each month to all Meals on Wheels clients.
 2. Submit a monthly report to the Fairfax Area Agency on Aging on the designated county forms for all clients receiving meals.
 3. Backup data to the monthly report must include a separate list of full pay and subsidized clients with the number of meals served for the month.
The monthly report includes the following:
 - a. Total meal cost to be paid to food provider;
 - b. Total amount of collections for the month;
 - c. Full name of each client served and the number of days served each month with a separate list for full pay and subsidized clients;
 - d. A separate form reporting total number of miles and dollar amount being claimed by volunteer drivers for reimbursement.
 4. The monthly report should be submitted to the Area Agency on Aging by the tenth day of the following month being billed.

TIME COMMITMENT: Five to six hours per month

QUALIFICATIONS:

- ◆ Computer literacy helpful but not required
- ◆ Attention to detail
- ◆ Good organizational skills

VOLUNTEER BENEFITS:

- ◆ Liability insurance coverage through Fairfax County
- ◆ Mileage reimbursement for business related to Meals on Wheels responsibilities